



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

ANNOUNCEMENT # 20100426
POSITION : LABORER NA-3502-01
LOCATION: THE CLUB
SALARY: \$10.66

LOCATION: JB ANACOSTIA-BOLLING

OPEN: 26 APRIL 2010
CLOSE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

<input type="checkbox"/> Regular Full-Time (35-40 Hours Per Week)	<input type="checkbox"/> Regular Part-Time (20-34 Hours Per Week)
<input checked="" type="checkbox"/> Flexible Schedule (0-40 Hours Per Week)	

HOW TO APPLY: Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm> To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to: (202)767-5206

DUTIES AND RESPONSIBILITIES:

Summary of Duties: Performs simple manual tasks including one or more of the following duties: Loads and unloads carts and pallets. Lifts and carries light to medium-weight packages and places them where directed. May use a hand-truck to move bulky but relatively light packages. Opens and unpacks cardboard cartons by hand, and removes contents. Applies predetermined or computerized price tags to merchandise. Stocks shelves, rotates merchandise and dusts shelves. May bag merchandise at register. Picks-up trash and paper from grounds and working areas. May rake leaves and pull weeds, as required. May retrieve shopping carts from parking lot. Replenishes sacks and other expendable items used for merchandise. Performs other related duties as assigned.

QUALIFICATIONS:

Skills and Knowledge: Ability to read simple signs and follow simple oral instructions; move around well enough to work safely; lift and move light to medium-weight objects. Must be able to use simple tools and equipment such as rake, hand-truck, etc.

Responsibility: Works with specific instructions, and is not called upon to make decisions other than simple choices. For many tasks the supervisor frequently checks work, however for other tasks, such as picking up all paper and trash in the parking lot, supervision is not necessary or practical.

Physical Effort: Work requires light to moderate physical effort and involves frequently lifting and carrying light-to medium-weight objects of about 10-30 lbs. May drag garden hoses and pushes carts requiring similar effort. Occasionally lifts and carries moderately heavy objects up to 45 lbs., and continually walks, bends, stoops and reaches.

Working Conditions: Work performed indoors may expose the worker to drafts, noise, dust and dirt and require standing on concrete floors for long periods. Outdoor work is not normally performed in bad weather. There is chance of minor injuries (Bruises, cuts, and scrapes).

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.